



Date: \_\_\_\_\_

**UNDERGRADUATE DOCUMENT CHECK-IN**

Students who have received a new initial Form I-20, a transfer pending Form I-20, or Form DS-2019 need to check in with the Cranwell International Center to ensure proper registration into the SEVIS system.

**STUDENT INFORMATION**

Name \_\_\_\_\_  
Last/Family First Middle (if any)

Email \_\_\_\_\_ VT ID# \_\_\_\_\_

Phone \_\_\_\_\_ SEVIS ID: N00 \_\_\_\_\_  
This is listed on the top page of your Form I-20 or Form DS-2019

Local address: \_\_\_\_\_  
Street Address City State Zip Code

Term you are beginning at Virginia Tech  Fall  Spring  Summer I  Summer II

Are you transferring your SEVIS Record to Virginia Tech from another school in the US?  Yes  No

**I-94 ADMISSION RECORD**

I agree to allow a staff member of the Cranwell International Center to print my I-94 Record of Admission  
 Yes  No

**EMERGENCY CONTACT INFORMATION – FAMILY MEMBER**

Name \_\_\_\_\_  
Last/Family First Middle (if any)

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State/Province Country Postal Code

Relationship \_\_\_\_\_  
Example: Mother, Father, Legal Guardian, Uncle, Cousin, etc.

**FOR OFFICE USE ONLY**

COPIES:  
 \_\_\_\_\_ Form I-20 or DS-2019  
 \_\_\_\_\_ Passport  
 \_\_\_\_\_ Visa  
 \_\_\_\_\_ I-94  
 \_\_\_\_\_ J-1 Insurance  
 \_\_\_\_\_ GOAINTL  
 \_\_\_\_\_ SGASADD  
 \_\_\_\_\_ SEVIS